



**The City of Santa Clara
California
EMPLOYMENT OPPORTUNITY**

CEMETERY WORKER II #59-08-295

Open/Promotional

MONTHLY SALARY RANGE:

\$ 4,226 - \$ 5,156 (Longevity Pay up to \$ 5,4121)

QUALIFICATIONS: Applicants, at time of filing application, must possess the following qualifications:

- Age: Minimum - 18 years
- Graduation from high school or possession of a G.E.D.; and
- Two (2) years experience in grounds maintenance work involving the operation of medium construction equipment.
- Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test.

LICENSE(S) AND OTHER REQUIREMENTS: Applicants, at time of filing application, must possess:

- Possession of an appropriate, valid California Class C driver's license is required at time of application and for duration of employment.
- Possession of California Department of Food and Agriculture Qualified Applicator Certificate (QAC) in categories B, C, and F is desired.
- A medical examination will be required prior to appointment.
- Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.
- Must be able to perform all of the essential functions of the job assignment.

DISTINGUISHING CHARACTERISTICS OR SPECIAL CONDITIONS:

Employees in the Cemetery Worker II classification are distinguished from the Cemetery Worker I by performing the more complex cemetery work. Incumbents are primarily assigned to the regular operation of backhoes or other medium construction equipment, and are responsible for interring, disinterring, and re-interring human remains. They also act as relief counselor in the absence of the Superintendent, and assist the public in the locating and purchase of gravesites.

APPLICATIONS:

An "on-line" Employment Application can be downloaded from the following website address:

http://santaclaraca.gov/hu_resources/hr_employ_app.html or obtained at the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

Applicants with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, call TTY (408) 984-3042. Individuals requesting accommodation for the examination must notify Human Resources at the time of application.

FINAL FILING DATE:

Incomplete application packets will not be accepted. Application packets, which include a completed City application must be received by the Human Resources Department, 1500 Warburton Ave., Santa Clara, CA, 95050 **no later than 5:00 p.m. Wednesday, October 29, 2008.** FAX number is (408) 247-5627.

EXAMINATION WEIGHT/DATE:

Written Examination	- 50%	Saturday, November 22, 2008 (tentative)
Oral Examination	- 50%	Week of December 8, 2008 (tentative)

Candidates must attain a passing score on each phase of the examination process to qualify for the Eligible List. Permanent City employees who pass the exam process will have five (5) preference points added to their final score. A department interview will be required prior to appointment.

September 3, 2008
DATE OF ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

59-08-295
RECRUITMENT NUMBER

CEMETERY WORKER II #59-08-295 (continued)

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Methods, materials, safety practices and equipment used in grounds maintenance, repair and construction; operation and preventative maintenance of medium and semi-complex construction and planting equipment; techniques and practices of planting, including planting, fertilizing, watering, spraying, weeding, mulching, mowing, pruning, trimming, maintaining, and repairing of trees, shrubs, flowers and plants; principles, procedures, and practices of the interment and disposal of human remains; Federal and State laws, and City policies and procedures relating to cemetery operation and interment; environmental and safety practices, procedures and standards and basic mathematic principles.

Ability to: Perform maintenance, minor construction, and groundskeeping work; operate specific construction maintenance vehicles and equipment; install, maintain and repair sprinklers and water lines; establish and maintain cooperative working relations with those contacted in the course of work, including the general public; interact tactfully and courteously with the public to answer policy and procedural questions related to cemetery operations, interment, and related services; remain composed and retain a professional demeanor while working with grieving families; understand and carry out written and oral instructions; communicate clearly and effectively, both orally and in writing; work in a team-based environment and achieve common goals; walk or stand for extended periods of time; perform work indoors or outdoors throughout the year; exert up to 100 pounds of force to move objects; bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties; effectively handle multiple priorities, organize workload and meet strict deadlines; and organize and coordinate a variety of details to ensure services are properly and accurately scheduled and completed.

TYPICAL DUTIES:

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed. Under general supervision: Performs normal grounds maintenance duties, including operating power mowers, edgers, trimmers, trenchers, power vacuums, spray equipment, rototillers, air compressors and pneumatic tools, sod cutters, aerators, floor maintenance machines, chain saws, brush clippers, paint compressors, and related equipment; operates medium construction equipment on a regular basis to dig and fill graves ; inters, disinters, and re-inters human remains ; prepares grave sites according to selection, lot, and plot numbers and marks off areas to be excavated ; digs graves to a specified depth, using pick and shovel or backhoe ; builds wooden forms for concrete slabs, using hammer, saw, and nails; lines graves with concrete slabs on the bottom and around the sides to receive caskets ; mixes and pours concrete to construct foundation for grave marker, using premixed concrete, wheelbarrow, and hand tools; positions casket-lowering device on grave, covers dirt pile and sod with artificial grass carpet, erects canopy, and arranges folding chairs to prepare site for burial service; refills graves with soil ; installs flower vases and grave markers in concrete on gravesite ; seeds and levels lawn areas and plants new grass ; drives and operates equipment, such as backhoes, dump trucks, bucket truck, front-end loader, mowers, pickup trucks and trimmers ; fertilizes, sprays, waters, weeds, mulches, mows, cleans, edges, and repairs lawns at the City Cemetery; sweeps streets and hard surfaced areas; cleans and completes basic repairs of cemetery buildings ; installs, maintains, and repairs sprinklers and water lines ; prunes and trims around trees, headstones, curbs, and shrubs with gas powered trimmers; receives and waits on customers and assists in the arrangement of burial services ; may, on occasion, assist the public in the locating and purchasing of grave sites ; may care for lawns; and performs related duties as required.

BENEFITS:

The City participates in the California Public Employees' Retirement System (2.7% @ 55) integrated with Social Security. A summary of benefits for this position may be obtained online at <http://santaclaraca.gov/pdf/benefitunits/BenefitInfo6.pdf> or from the Human Resources Department.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

CITY OF SANTA CLARA
HUMAN RESOURCES DEPARTMENT
1500 WARBURTON AVENUE
SANTA CLARA, CA 95050